



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

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SECNAV INSTRUCTION 11101.2C

From: Secretary of the Navy
To: Distribution List

Subj: Assignment of Authority and Responsibilities for Family
Housing Within the Navy Department

Ref: (a) SECNAVINST 5430.7H of 13 April 1968
(b) General Order No. 5 of 29 April 1966

1. Purpose. This Instruction assigns authorities and responsibilities within the Navy Department for providing and administering family housing facilities and for executing family housing programs of the Department of the Navy.

2. Cancellation. SECNAVINST 11101.2B of 29 May 1962 is hereby superseded and cancelled.

3. Background. Reference (a) assigns responsibilities for the administration of the Department of the Navy among the Civilian Executive Assistants to the Secretary. Responsibility for family housing is assigned to the Assistant Secretary of the Navy (Installations and Logistics). Reference (b) defines the policies and principles governing the organization and administration of the Department of the Navy and authorizes the Civilian Executive Assistants to assign and reassign responsibilities within their respective areas of responsibility. Responsibilities for providing and administering family housing and for executing related programs accordingly are assigned herein. Authority to execute is delegated inherent with the assignment of responsibility.

4. Applicability. This Instruction applies to all family housing facilities and programs (except those supported by non-appropriated funds) which the Department of the Navy administers, controls, or has an interest in. The properties (real and personal) directly supported and administered by the Department of the Navy that are included can be identified with the "Defense Family Housing Property Account."

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5. Assignment of Responsibilities:

a. The Assistant Secretary of the Navy (Installations and Logistics)

(1) Advises the Secretary of the Navy on family housing facilities and programs.

(2) Coordinates the actions of the Chief of Naval Operations and the Commandant of the Marine Corps when necessary for effective administration of family housing facilities and programs.

(3) Approves programs and projects recommended by the Chief of Naval Operations for meeting requirements.

(4) Approves Department of the Navy legislative proposals, recommendations and comments.

(5) Decides appeals on rents and charges upon review and recommendation by the Chief of Naval Operations or Commandant of the Marine Corps as applicable.

(6) Exercises responsibilities and approvals vested in the Secretariat of the Department of the Navy which have not been specifically delegated.

b. The Assistant Secretary of the Navy (Manpower and Reserve Affairs). The Assistant Secretary of the Navy (Manpower and Reserve Affairs) evaluates the effectiveness of the family housing program with respect to the general morale and welfare of personnel. He will coordinate with the Assistant Secretary of the Navy (Installations and Logistics) regarding the manpower aspects of proposed, as well as existing, family housing programs.

c. The Chief of Naval Operations:

(1) With respect to all Department of the Navy family housing, the Chief of Naval Operations, with concurrence of the Commandant of the Marine Corps where appropriate:

(a) Recommends to the Assistant Secretary of the Navy (Installations and Logistics) annual legislative proposals.

(b) Recommends to the Assistant Secretary of the Navy (Installations and Logistics) programs and projects for construction, leasing, or other acquisition to meet requirements.

(c) Assigns responsibilities as necessary for planning, standards, design, construction, disposal, central inventory and use records, and preparation of departmental reports.

(2) With respect to family housing for Navy activities and forces, the Chief of Naval Operations:

(a) Advises the Assistant Secretary of the Navy (Installations and Logistics) on matters of military command concern.

(b) Acts as Program Sponsor, Budget Activity Sponsor, and Program Coordinator.

(c) Provides manpower plans and projected personnel strengths to Commanding Officers, Area Coordinators, and others concerned as a basis for determining requirements for construction, leasing or other acquisition.

(d) Establishes policies for and controls use, designation, assignment, activation, inactivation, and disposal.

(e) Determines proposed on-station sites when agreement cannot be reached by technical authorities with the command chain of an installation.

(f) Controls, coordinates, and establishes functions for Housing Referral Offices.

(g) Assigns responsibilities as necessary for administering facilities and programs.

d. The Commandant of the Marine Corps:

(1) With respect to family housing for Marine Corps commanded activities, the Commandant of the Marine Corps:

(a) Fulfills the same responsibilities as assigned to the Chief of Naval Operations in paragraph 5c(2) above.

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(b) Forwards programs and projects for construction, leasing, or other acquisition to meet Marine Corps requirements to the Chief of Naval Operations for submission to the Assistant Secretary of the Navy (Installations and Logistics) in the total Department of the Navy family housing acquisition program.

(c) Develops and justifies the Marine Corps Five Year Defense Plan and annual budget requirements for family housing.

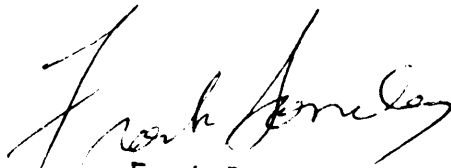
(d) Controls, funds, manages, maintains, and operates family housing.

(2) To obtain maximum uniformity and integration within the Department of the Navy, the Commandant of the Marine Corps will administer family housing in accordance with the principles, standards, controls, cost accounts, and reporting systems applied by the Chief of Naval Operations for Navy housing. The Commandant shall furnish such information and reports as requested by the Chief of Naval Operations to maintain a complete, comparative and integrated Department of the Navy system of property records and accountability for family housing operations.

6. Action. Addressees will take action as required to implement the responsibilities assigned herein.

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Frank Sanders
Assistant Secretary of the Navy
(Installations and Logistics)

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